

Form **4564**  
(Rev. June 1988)

Department of the Treasury — Internal Revenue Service

# Information Document Request

Request number

To: (Name of Taxpayer and Company Division or Branch)

Subject

SAIN number

Submitted to:

Dates of previous requests

*Please return Part 2 with listed documents to requester identified below*

Description of documents requested

Information due by \_\_\_\_\_ At next appointment ☐ Mail in ☐

From:

Name and title of requester

Employee ID number

Date

Office location

Telephone number